

January 14, 2008

**TO: ALL LOCAL PRESIDENTS or HIGHEST RANKING OFFICER**

**RE: CONVENTION FORMAT**

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The President of each Local is automatically the first delegate to the Annual Convention. The following procedures are to be followed when:

- a. electing 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> delegates;
- b. returning credential forms;
- c. informing other members or delegates of the Annual Convention and advising them of the guidelines to be followed.

**NOTE:** All elected Delegates/Alternates/Observers must be members in good standing as per Articles 6 and 30 of the Constitution.

It is hoped that this information will assist you when preparing either yourself or other Delegates/Alternates/Observers to attend the 2008 Annual Convention. **Please be sure to distribute all information to your local members attending Convention.**

**1. Constitution**

Article 13 of the Constitution (2007 edition) should be read carefully.

**2. Credentials**

Sufficient credential forms for your Delegates/Alternates/Observers, based on your Local's entitlement, are enclosed.

As Head Office cannot be aware in advance of the names of the other Delegates/Alternates/Observers, the President of each Local receives the number of credential forms needed to meet the Local's delegate entitlement as per the OPSEU Constitution.

Up	to	150 members in good standing	➤	1 delegate
151	to	300 members in good standing	➤	2 delegates
301	to	500 members in good standing	➤	3 delegates
501	to	800 members in good standing	➤	4 delegates
801	to	1,100 members in good standing	➤	5 delegates
1101	to	1,500 members in good standing	➤	6 delegates
1501	to	1,900 members in good standing	➤	7 delegates
1901	to	2,300 members in good standing	➤	8 delegates
		2,301 or more members in good standing	➤	9 delegates

In addition to each member of the Executive Board, each member of a Convention Committee, the Executive Committee of the Retired Members' Division, the members of the Provincial Women's Committee, the members of the Provincial Human Rights Committee and the members of the Provincial Young Workers Committee, are entitled to be delegates **in their own right**. That is to say, they are not part of their Local's entitlement.

Once your Delegates/Alternates/Observers have been elected (at a Local membership meeting), the credential forms should be passed to each of them. It is understood that the President is **automatically the first delegate**. However, if the Local President cannot attend (or is coming under another entitlement, such as an Executive Board Member, a Convention Committee Member or a member of the PWC, PHRC or PYWC), the Local Vice-President automatically becomes the first delegate. If your Local Vice-President is coming as the automatic delegate, the credential form **MUST BE ACCOMPANIED BY A LETTER SIGNED BY THE LOCAL PRESIDENT**, waiving his/her right to attend (or explaining his/her attendance under another entitlement), and delegating this right to the Local Vice-President.

- i. Each credential form, including the President's, must be signed by two (2) Officers of your Local. Delegates who are Local Officers may sign their own credential form along with another Officer. Committee Members' credential forms require only their own signature.
- ii. Be certain that you complete a separate credential form for **EACH** delegate to whom your Local is entitled.
- iii. The "original" white credential form is to be retained by the delegate, who **MUST** present it in order to receive a delegate's badge at the convention.
- iv. The remaining copies **MUST** be received at your Regional Office **NO LATER THAN March 3, 2008**.
- v. Be sure to complete all credential forms in full or we will have to contact you regarding your credential and it will slow down your confirmation.
- vi. No photocopied credential forms are allowed. Head Office must have an original credential on file.
- vii. If you forget to bring your credential form to Convention, you must produce your Union card or, your Local President or Executive Board Member may sign you in, providing OPSEU has the original of your credential on file. To be signed in, you must contact the Credentials Committee at Convention.
- viii. If you lose your Convention badge (given to you upon registering), a duplicate badge will not be issued.

### 3. Alternates and Observers

A Local may elect and send Alternates up to the number of delegates to which it is entitled. The number of observers is not limited by the Constitution, but space at the Convention is severely restricted, and Locals are therefore asked to keep their observers to a minimum.

- i. If your Local intends to send Alternates or Observers to the Convention, please complete the alternates' or observers' credential forms enclosed, and return it to your Regional Office **NO LATER THAN March 3, 2008**. Be sure to indicate the Alternates' ranking on the credential form, i.e. 1st Alternate, 2nd Alternate, etc.
- ii. If there is a change in status from Alternate to Delegate, it will be done in order of Alternate ranking, i.e. 1st Alternate, 2nd Alternate, etc.
- iii. **All** Convention expenses of Alternates and Observers are borne by the Local.
- iv. An Alternate may **NOT** be seated on the floor of the Convention unless in possession of a badge of an absent delegate of the same Local **and** approved by the Credentials Committee. At all other times, Alternates and Observers will be seated in the Alternates/Observers Section.
- v. Observers may not become or replace Delegates or Alternates.
- vi. The "original" white copy of the Alternate/Observer credential form is to be retained by the Alternate or Observer who **must** present it in order to receive an Alternate's or Observer's badge at the convention.

### 4. Accommodation and Expenses

- i. Delegates/Alternates/Observers should read the **Expense and Accommodation Guide for the 2008 Annual Convention carefully.**
- ii. **Delegates/Alternates/Observers will be responsible** for making their own accommodation arrangements with the convention hotel. The hotel cut-off date is March 10, 2008. After that date rooms and pre-set rates will not be guaranteed.
- iii. **Delegates will be responsible** for paying their hotel, parking and telephone expenses for reimbursement by expense claim. All receipts must be kept and submitted with the expense claim. Members should make sure they **include these expenses when requesting an advance.**
- iv. If a member books shared accommodation, **he/she will be responsible** for finding another member to share with.